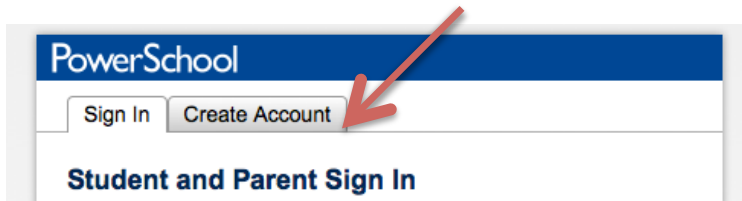


## How To Create a Parent PowerSchool Account

1. Go to <https://colleton.powerschool.com/public>
2. Click on the "Create Account" tab.



3. Click on the "Create Account" button on the next page.

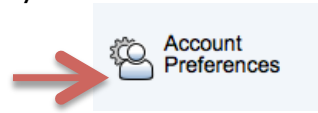
[Create Account](#)

4. On the next page, fill in the following information:
  - a. Your (parent/guardian) first name
  - b. Your (parent/guardian) last name
  - c. Your (parent/guardian) email address
  - d. Desired username (We recommend using your email)
  - e. Password
    - i. Must be longer than 1 character
    - ii. Must contain at least 1 uppercase and 1 lowercase letter
    - iii. Must contain at least one letter and one number
    - iv. Must contain at least one special character - special characters are: ! @ # \$ % ^ & \*
  - f. Re-enter Password
5. To link a student to your account:
  - a. Enter your student's name
  - b. Enter your Account Creation Key
  - c. Enter your Account Creation Code
  - d. Select from the drop down your relationship to the student
6. At this time, you may link other students to your account if you have the Account Creation Code and Account Creation Key for them.
7. Click Enter.
8. You will be redirected to the login page and see this message:
  - a. "Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account."
  - b. Going forward, you will only need the username and password you created.
  - c. Each parent should create only ONE account and link all of their students to it.

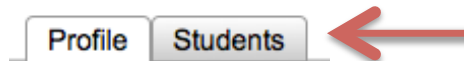
## How To Add a Student to an Existing PowerSchool Account

1. Go to <https://colleton.powerschool.com/public>
2. Log on using the username and password you created.

3. Click on the "Account Preferences" link



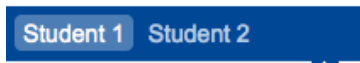
4. Click on the "Students" tab



5. Click on the "Add" button
6. Enter the following information:
  - a. Student's name
  - b. Account Creation Key
  - c. Account Creation Code
  - d. Select from the drop down your relationship to the student
7. The student will now show in the "My Students" list.
8. To switch between students, click on their first name in the upper left hand corner, below the PowerSchool logo:



**PowerSchool**



## How to Access the PowerSchool Parent App

1. Download the PowerSchool for Parents app from the iTunes App Store or the Google Play Store for Android.
2. Enter in the District Code: PZKH
3. Enter in the username and password you've created. Click Sign In.
  - a. Please note: the PowerSchool for Parents App does not have all of the features of the online portal, and we recommend checking the online portal on a computer for the most detailed information.